

ADMINISTRATIVE PRACTICES COURSE SCHEDULE BETA

October, 1961

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|---|------|-------|
| Federal Auto Parts | EA-A | 98 |
| Dashman Company | IM | 1356R |
| Field Publishing Company | EA-A | 70 |
| John Edwards | | 2R |
| Varo Machine | IM | 1362R |
| Postal Retail A,B | EA-A | 29R |
| Porter Manufacturing Company | IM | 1453 |
| Sussex Oil Company | EA-A | 1 |
| Colebrook Box | | 69 |
| Lanson Company | HP | 318 |
| Bomber Raid Over the Ruhr | EA-A | 78 |
| Special Commission A,B,C | | 12R |
| Joseph Longman | HP | 96R |
| Brookmay Machinery | | 200 |
| Livingston Company | EA-A | 8 |
| Marshall Company A,B | | 72 |
| Marshall Company C,D | | 72 |
| Marshall Company E,F,G | | 72 |
| Marshall Company M-R3 | | 72 |
| Marshall Company J | | 72 |
| Regal Jewelry | EA-G | 75R |
| Hampton Shipyard | EA-A | 208 |
| Seiton Family | HP | 217 |
| Grayson Company | EA-A | 80 |
| Claremont Instrument | | 108 |
| Prometheus Mine | | 87 |
| Haig Chemical A | | 34 |
| Haig Chemical B | | 34 |
| Vandercook Chain Stores | | 76 |
| Zebra National Bank | | 19 |
| Liddick Company | | 41 |
| Industrial Chemicals A-1, A-2, A-3, A-4 | | 180 |
| Lambloy Company | | 60 |

Note: The list above is in the order of the cases as I mean to use them from the first to the last session. Please arrange in this order for the students' notebooks.

September 20, 1961
J.C.B.

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READINGS

1. "Because Wisdom Can't Be Told," Gragg
2. "The Assumptions We Live By," Victoroff FA-A 300
3. "Selections on 'Map Territory' and the Accurate Use of Symbols," Lee 284
4. "Barriers and Gateways to Communication," Rogers and Roethlisberger Reprint
5. "The Semantics of Being Negro," Hayakawa FA-A 222
6. "Getting Effective Leadership in the Industrial Organization,"
McGregor 39
7. "The Human Side of Enterprise," McGregor 279
8. "Management Assumptions and Organizational Consequences," Katz 384
9. "An Administrative Alternative to the Mechanistic Assumptions,"
Katz 385
10. "Three Dimensions of Behavior in Organizations," Lawrence 346
11. "Training for Uncertainty," Fox 301
12. "Human Relations Training as Seen by a Psychologist," Turner 224

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25X1A5a1 To be handed out only by [REDACTED]

- (1) Marshall Company N EA-A 375
- (2) Shepard, H.A., "Superiors and Subordinates in Research" EA-A 395

Please ship separately to the following address:

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[REDACTED]
c/o Mr. Matthew Baird
Director of Training
Central Intelligence Agency
2430 E Street, N.W.
Washington 25, D.C.